



**CITY OF CINCINNATI  
INCOME TAX BUREAU  
805 CENTRAL AVENUE SUITE 600  
CINCINNATI OH 45202-5756**

## **EXTENSION REQUEST FORM**

TAX YEAR	TAX YEAR END DATE	RETURN DUE DATE	EXTENSION REQUESTED (Maximum 6 months)
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The undersigned or duly authorized agent hereby requests an extension of time as indicated above within which to file the annual Cincinnati Income Tax Return for the taxpayer account name and account number listed below. To the best of my knowledge and belief, all other filing and payment requirements have been fulfilled. **I understand an approved extension will be rescinded if the taxpayer's account is later found to be in arrears.** The reason for this request is as follows:

An extension has been requested of the IRS for filing of the federal income tax return and the Cincinnati extension would not be more than one month beyond the period requested for federal tax purposes.

Other (explain) \_\_\_\_\_

The taxpayer(s) has (have) complied with all filing and payment requirements of CMC Section 311

Signature/Date \_\_\_\_\_

**IMPORTANT:** To insure proper processing, type or print each taxpayer's Cincinnati tax account number, name and SSN#/FID in the format indicated below. Incomplete extension requests will not be processed or returned. Mailed requests are to be marked "EXTENSION" in the lower left cover of the envelope. Allow six weeks for processing. When filing the return as extended, indicate in the top margin of the return "EXTENSION GRANTED UNTIL (DATE)".

**CINCINNATI ACCOUNT #**

**TAXPAYER NAME**

**SSN/FID#**

1)

2)

3)

4)

5)

6)

7)



DISAPPROVED: REQUEST RECEIVED AFTER DUE DATE FOR FILING

**SEE THE ENCLOSED REGULATION ON REQUIREMENTS FOR FILING EXTENSIONS**

## **REGULATION 23 - EXTENSION OF TIME FOR FILING**

A. Extensions may not be granted for filing declaration or withholding tax forms; however, the tax commissioner will extend the time for filing the annual return for a period not to exceed that indicated by Section 311-23 upon receipt of a copy of the taxpayer's request. At the time of filing any return for which an extension has been granted, the taxpayer shall enter in the top margin on the face of the return form the words, "Extension Granted To (date)."

B. Requests shall set out the taxpayer's name and account number, Social Security or Federal Identification Number, the taxable period for which extension of time for filing is desired, the length of the extension and the reason therefore, and whether declaration filing and payment requirements have been fulfilled.

C. Where an active account number has not previously been established for a taxpayer, an extension request shall so indicate and include taxpayer address and Social Security number or Federal Identification Number in lieu of account number. In such cases, extension requests shall be treated as a notice of intention to file by a new taxpayer, and a temporary file without an account will be established pending receipt of the completed return.

D. Single requests by or for only one taxpayer may be in the form of a copy of the federal extension, a letter including the information described above, or an extension request form E-1 obtained at the Tax Bureau office or by mail request. Practitioners making multiple requests via form E-1 or a listing of clients shall leave a space between names.